

**CONNECTICUT DEPARTMENT OF CORRECTION  
JOB OPPORTUNITY**

**Associate Fiscal/Administrative Officer**

**Please follow the specific application filling instructions at the bottom of this page!**

**Open To:** Department of Correction Employees Only on the Current Exam List  
**Location:** Central Office/ Purchasing Unit, Wethersfield, CT  
**Hours:** 40 hours a week, 1<sup>st</sup> Shift, Monday - Friday  
**Salary:** \$74,148.00 – \$95,363.00 (Annually)  
**Position:** 035614  
**Closing Date:** May 19, 2015

**Minimum Qualifications:** Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial and statistical reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; some supervisory ability.

**General Experience:** Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

**Special Experience:** One (1) year of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

**Substitutions Allowed:** **1)** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. **2)** A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the General Experience. **3)** For State Employees as a Purchasing Services Officer 1 substitutes for the General and Special Experience on a year for year basis.

**Preferred Skills and Experience:** Preference will be given to candidates who have considerable knowledge of CORE-CT for Purchasing, Accounts Payable, Budget, EPM and Financial Reporting; proficiency using Microsoft Word, Excel, PowerPoint and Access; considerable knowledge of State purchasing and expenditure procedures; possession of excellent written, oral and interpersonal communication skills; experience with compiling and analyzing financial data, categorizing encumbrances and expenditures and preparing reports; ability to work independently with good problem solving skills and able to adapt to changing work priorities and compressed deadlines.

**Eligibility Requirement:** Candidates must have applied for and passed the Associate Fiscal/Administrative Officer exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

**Application Instructions:** Qualified candidates who meet the above requirements should submit a cover letter, resume, your last two (2) Performance Evaluations, an application for Employment (Form CT-HR-12) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12\\_Application.pdf](http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf) and State of Connecticut Addendum-Criminal Conviction (Form CT-HR-13) which is available at [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf)

**Erica Soto, HR Associate  
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**The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**

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